



STATE OF NORTH DAKOTA

TIME DISTRIBUTION MANUAL



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TIME DISTRIBUTION

OVERVIEW

Time Distribution is used as a means to redistribute time charged to a particular string of chartfields. An employee's original advanced and supplemental payroll charges are charged to a default account code, based on information entered on the Department Budget Table. After the supplemental payroll, the advanced and supplemental payroll charges are redistributed according to the entries made in the employee's time redistribution entry record (this overrides the Department Budget Table).

Time Distribution is needed for two types of employees: Employees whose time is charged to various projects based on actual hours worked in each project; and employees who charge time to the sub-project level (Activity ID's, Resource Types, and Resource Categories). All other employees will not need to be set up in Time Distribution.

Particular earnings codes are set up in the time distribution processing rules to redistribute time. An earnings code can have either the earnings, the hours, or both the earnings and hours redistributed. A table outlining the time distribution process rules for the earnings codes is provided in Appendix A at the end of the manual.

TIME REDISTRIBUTION ENTRY

OVERVIEW

Time Redistribution Entry is a page used to enter chartfields to designate where an employee's time is to be allocated. The Time Redistribution Entry page can be added, updated, or deleted. Once a Time Redistribution Entry page is added, it is saved as a template and can be used each month as needed to enter hours to be allocated.

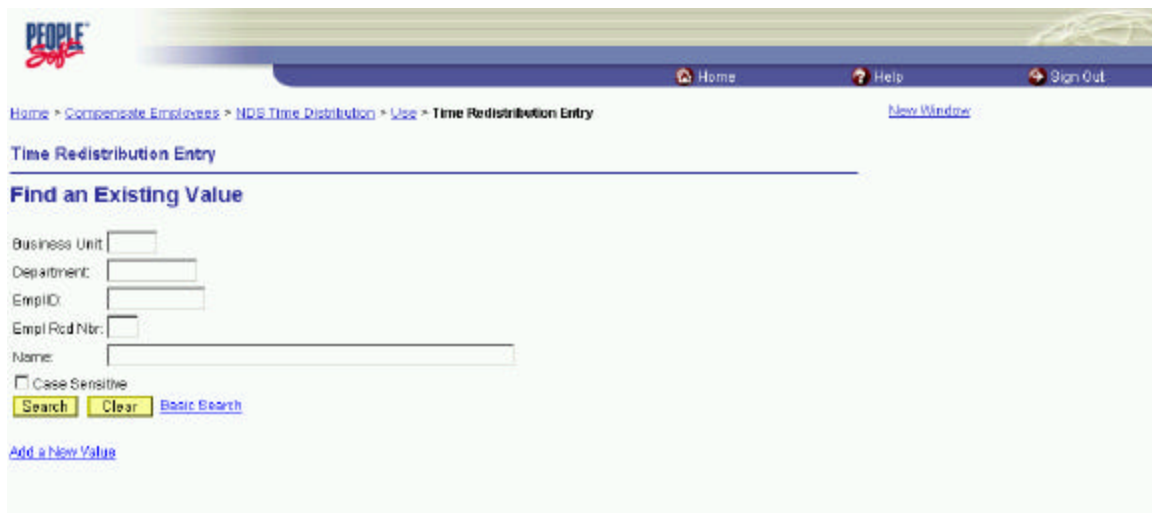
OBJECTIVES

After completing this section you will be able to:

1. Understand the time redistribution entry page components
2. Create a time redistribution entry record
3. Enter time redistribution detail
4. Add additional time redistribution entry records
5. Find existing time redistribution entry records and enter employee hours
6. Delete a time redistribution entry record

CREATING A TIME REDISTRIBUTION ENTRY RECORD

To begin the process of creating a time redistribution entry record for an employee, use the following navigational path: **Home>Compensate Employees>NDS Time Distribution>Use>Time Redistribution Entry**. The following page will appear.



Note: This will be the initial page you will see for all time redistribution entry transactions.

To add an employee to the time redistribution entry, click on the [Add a New Value](#) hyperlink. The following page will appear.

PEOPLE Soft

Home Help Sign Out

Home > Compensate Employees > NDS Time Distribution > Use > Time Redistribution Entry [New Window](#)

Time Redistribution Entry

Add a New Value

Business Unit: 20100
 Department: 201
 EmplID: 7007566
 Empl Rcd Nbr: 0

[Find an Existing Value](#)

Enter the employee's Business Unit, Department, EmplID, and Empl Rcd Nbr and click and the following screen will appear.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > NDS Time Distribution > Use > Time Redistribution Entry [New Window](#)

Time Redistribution

Employee Time Redistribution Record View All First 1 of 1 Last

EmplID: 7007566 Empl Rcd Nbr: 0 Business Unit: 20100 Department: 201
 Name: Person, Sally M Pay Group: P01
 Total Hours: ☐ Use Percent Distribution

Time Redistribution Detail View All First 1 of 1 Last

Hours	Department	Project/Grant	Fund Code	Class Field	Operating Unit	Program Code	Activity ID	Resource Type	Resource Category
1									

The EmplID, Empl Rcd Nbr, Business Unit, Department, Name and Pay Group default in from the employee's Personal and Job Data record.

Enter the components in the time redistribution entry page as outlined below and click .

TIME REDISTRIBUTION ENTRY PAGE COMPONENTS

The components on the time redistribution entry page are as follows:

Total Hours	The total number of hours to be distributed
Use Percent Distribution	Click on for static employees
Hours/Current Percent	Hours are input each month for the hours to be allocated to that particular set of chartfields OR the percentage of the static employee's salary to be charged to that set of chartfields. (The current percent for all lines must equal a total of 100%.) This field should be left blank for initial time redistribution entry page setup for allocated employees.
Department	Required field (4-digit Finance Department)
Project/Grant	Optional field (validates against projects module)
Fund Code	Required field (3 or 5 digits)
Class Field	Required field (5 digits)
Operating Unit	Required field (3 digits)
Program Code	Optional field – most agencies will not use
Activity ID	Optional field (validates against projects module)
Resource Type	Optional field (validates against projects module)
Resource Category	Optional field (validates against projects module)

ENTERING TIME REDISTRIBUTION DETAIL

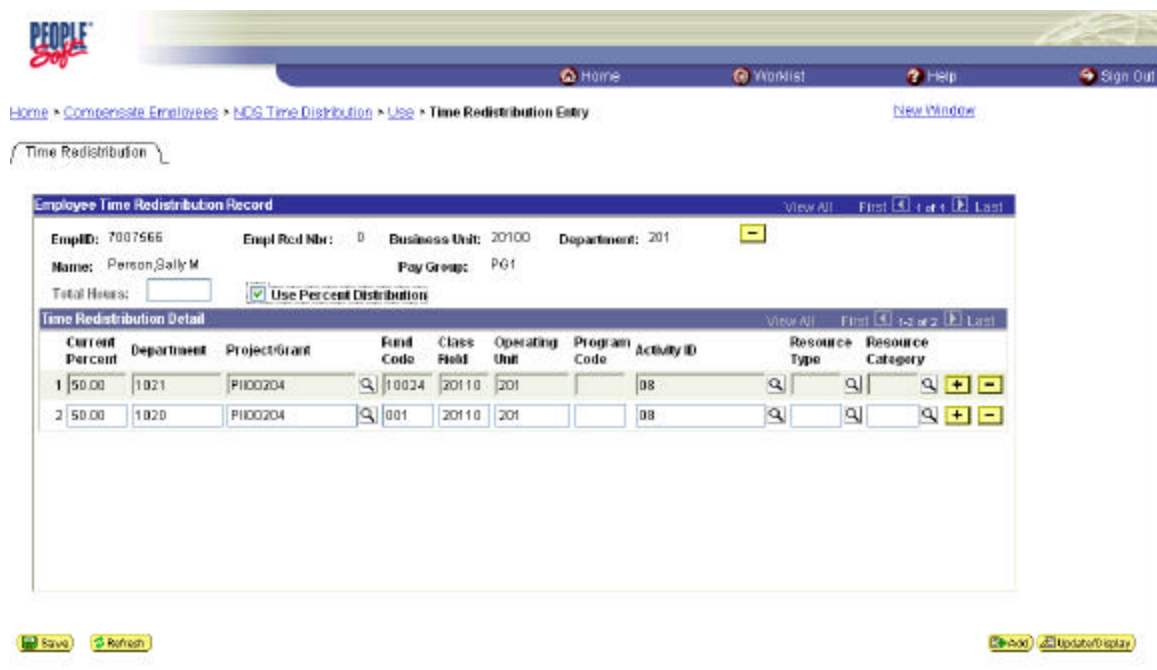
An employee will be classified as either a static employee or an allocated employee.

A static employee is an employee whose time is distributed as a fixed percent to one or more set of chartfields.

An allocated employee is an employee whose time distribution is not static. The allocation of hours fluctuates and is charged to more than one set of chartfields.

Time Redistribution Entry for a Static Employee

A static employee's hours are distributed by a fixed percent each month to the same Project/Grant, **Fund Code**, **Class Field**, **Operating Unit**, Program Code, Activity ID, Resource Type, and/or Resource Category. (Fields in bold print are required fields.) To set up their record, click the Use Percent Distribution box and the employee's time will be charged according to the percent distribution of time in the employee's redistribution entry record. Once the Use Percent Distribution box is clicked on, the Total Hours field in the header becomes a non-enterable field and the Hours field will now be titled Current Percent. Enter the employees Project/Grant, Fund Code, Class Field, Operating Unit, Program Code, Activity ID, Resource Type, and Resource Category (as described below), and the percentage of the employee's salary to be charged to that line and save the employee's time redistribution entry record. Following is an example of as static employee's time redistribution entry page:



The screenshot shows the 'Employee Time Redistribution Record' page in the PEOPLE SOFT system. The page includes a header with navigation links (Home, Worklist, Help, Sign Out) and a breadcrumb trail: Home > Compensate Employees > NOS Time Distribution > Use > Time Redistribution Entry. A 'New Window' link is also present.

Below the breadcrumb trail is a 'Time Redistribution' section with a 'Total Hours' input field and a checked 'Use Percent Distribution' checkbox.

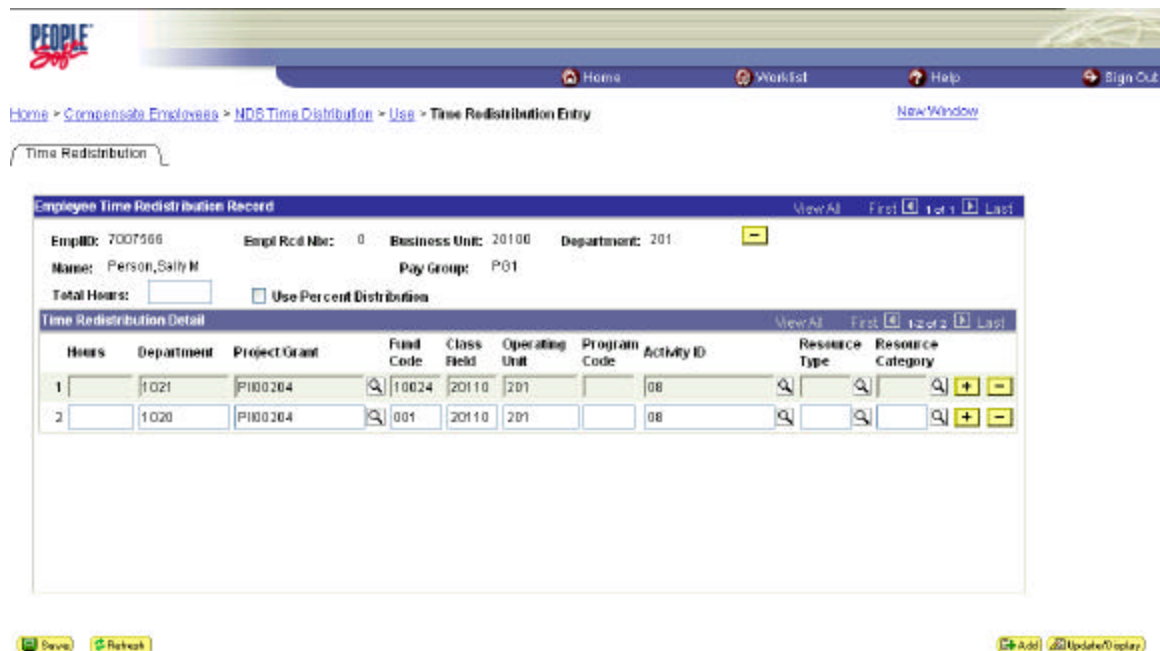
The main section is titled 'Employee Time Redistribution Record' and contains a table with the following data:

Current Percent	Department	Project/Grant	Fund Code	Class Field	Operating Unit	Program Code	Activity ID	Resource Type	Resource Category
1 50.00	1021	PI00204	10024	20110	201		08		
2 50.00	1020	PI00204	001	20110	201		08		

At the bottom of the page are 'Save' and 'Refresh' buttons on the left, and 'Cancel' and 'Update/Display' buttons on the right.

Time Redistribution Entry for an Allocated Employee

An allocated employee's hours are charged to various combinations of chartfields each month. To set up their record, enter each combination of the employee's Project/Grant, **Fund Code**, **Class Field**, **Operating Unit**, Program Code, Activity ID, Resource Type, and Resource Category (as described below) and save the employees time redistribution entry record. (Fields in bold print are required fields.) This entry record can initially be saved without hours – each month you will enter the hours into this entry. The distribution process will clear out the hour's fields so they are ready for the next month's entry. Following is an example of an allocated employee's time redistribution entry page:



Home > Compensate Employees > NDR Time Distribution > Use > Time Redistribution Entry

Time Redistribution

Employee Time Redistribution Record


EmpID: 7007566 Emp Roll Nbr: 0 Business Unit: 20100 Department: 201
 Name: Person, Sally M Pay Group: P01
 Total Hours: ☐ Use Percent Distribution




Hours	Department	Project Grant	Fund Code	Class Field	Operating Unit	Program Code	Activity ID	Resource Type	Resource Category
1	1021	P100204	10024	20110	201		08		
2	1020	P100204	001	20110	201		08		

Save Refresh Add Update/Display

Adding and Deleting Entry Rows


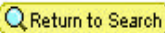
To enter the employees Project/Grant, Fund Code, Class Field, Operating Unit, Program Code, Activity ID, Resource Type, Resource Category and the Current Percent of time to be charged you can do so by completing the first line of entry. If additional lines are needed you may insert a new row by clicking the **+** sign. Enter any additional Project/Grant, Fund Code, Class Field, Operating Unit, Program Code, Activity ID, Resource Type, Resource Category and the Current Percent or Hours to be charged to each line of distribution. You may insert as many lines as needed. Once you have entered all of the information into

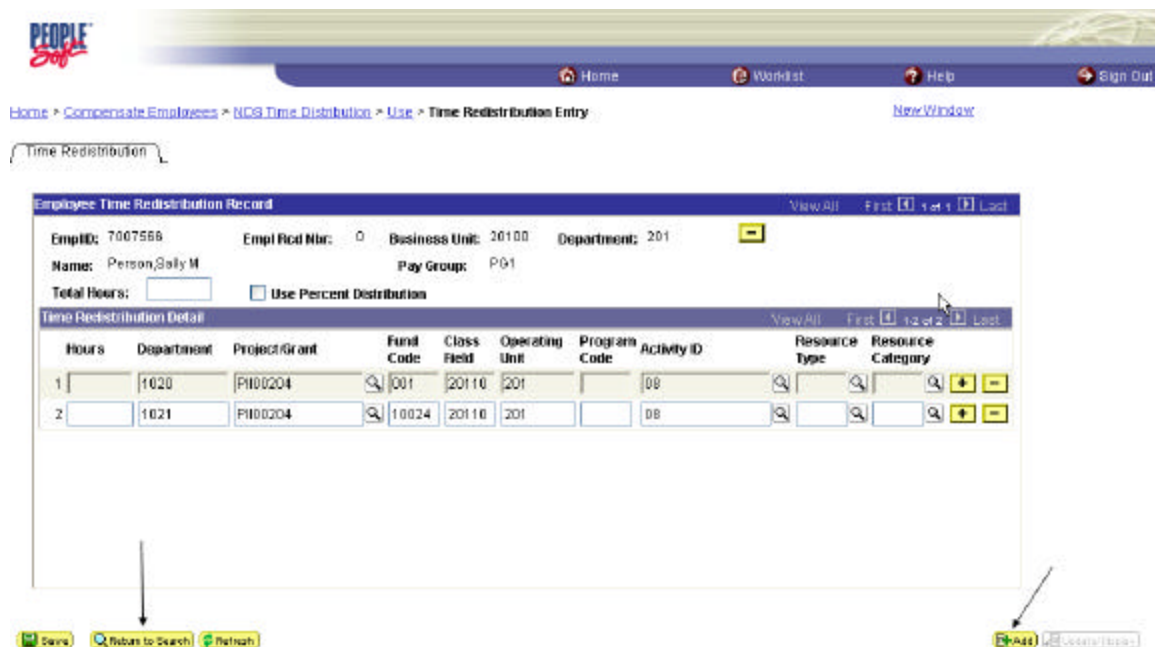
the employee's time redistribution entry record click . (NOTE: The hours entered must equal the total hours in the header, OR the percentages entered must total 100%. You will received an error message when saving if these to do agree. You can go back into the entry and correct as needed, then save again.)

If a line of entry will not be needed any more, you may delete the row by clicking the  sign. You will get a message that asks, "Delete current/selected rows from this page? The delete will occur when the transaction is saved." Click  and then . The row will be deleted.

Note: The account information entered in the time redistribution entry record for an employee supersedes what has been entered for the employee in their department budget table (DBT).

ADDING ADDITIONAL TIME REDISTRIBUTION ENTRY RECORDS

To add additional time redistribution entry records you may click  or  at the bottom of the following screen:




The screenshot shows the 'Employee Time Redistribution Record' screen. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below the navigation bar, the breadcrumb trail reads: 'Home > Compensate Employees > RDS Time Distribution > Use > Time Redistribution Entry'. A 'New Window' link is also present. The main form area contains the following fields:

- EmpID: 7007556
- Emp Real Mbr: ☐
- Business Unit: 20100
- Department: 201
- Name: Person, Sally M
- Pay Group: P01
- Total Hours:
- ☐ Use Percent Distribution

Below these fields is a table titled 'Time Redistribution Detail'. The table has the following columns: Hours, Department, Project/Grant, Fund Code, Class Field, Operating Unit, Program Code, Activity ID, Resource Type, and Resource Category. The table contains two rows of data:

Hours	Department	Project/Grant	Fund Code	Class Field	Operating Unit	Program Code	Activity ID	Resource Type	Resource Category
1	1020	PH00204	001	20110	201		00		
2	1021	PH00204	10024	20110	201		00		

At the bottom of the screen, there are three buttons: 'Save', 'Return to Search', and 'Refresh'. On the right side, there are two buttons: 'Add' and 'Delete/Reset'.

If you click on  the following screen will appear:



PEOPLE Soft

Home Worklist Help Sign Out


Home > Compensable Employees > NDS Time Distribution > Use > Time Redistribution Entry [New Window](#)

Time Redistribution Entry

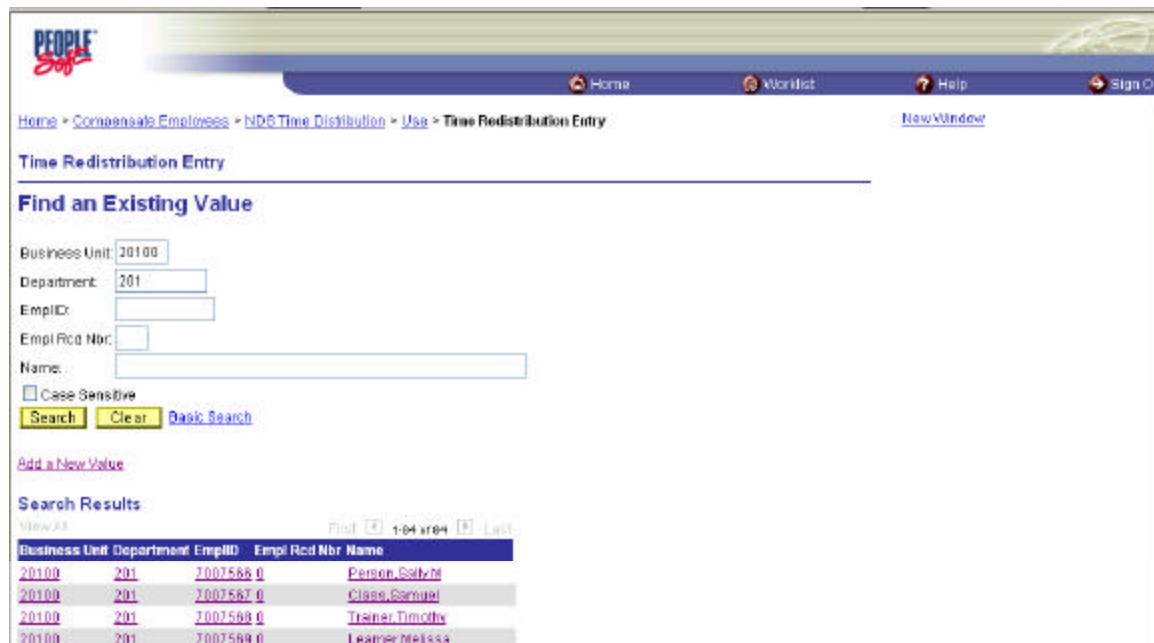
Add a New Value

Business Unit: 20100
 Department: 201
 EmplID: 7007568
 Empl Rcd Nbr: 0
 

[Find an Existing Value](#)

Enter the employee's Business Unit, Department, EmplID, and Empl Rcd Nbr and click  and follow the same process as described above to add a time redistribution entry record.

If you click on  the following screen will appear:



PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensable Employees > NDS Time Distribution > Use > Time Redistribution Entry [New Window](#)

Time Redistribution Entry

Find an Existing Value


Business Unit: 20100
 Department: 201
 EmplID:
 Empl Rcd Nbr:
 Name:
☐ Case Sensitive
 [Basic Search](#)

[Add a New Value](#)

Search Results

View All First 1-84 of 84 Last

Business Unit	Department	EmplID	Empl Rcd Nbr	Name
20100	201	7007568 0		Person, Sally H
20100	201	7007567 0		Clegg, Samuel
20100	201	7007569 0		Trainer, Timothy
20100	201	7007569 0		Leamer, Melissa

Click on the [Add a New Value](#) hyperlink and when the next page appears enter the employee's Business Unit, Department, EmplID, and Empl Rcd Nbr and click  and follow the same process as described above to add a time redistribution entry.

FINDING AN EXISTING TIME REDISTRIBUTION RECORD AND ENTERING EMPLOYEE HOURS

To find an existing time redistribution entry record for an employee, use the following navigational path: **Home>Compensate Employees>NDS Time Distribution>Use>Time Redistribution Entry**. The following page will appear.



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Home Worklist Help Sign Out

Home > Compensate Employees > NDS Time Distribution > Use > Time Redistribution Entry [New Window](#)

Time Redistribution Entry

Find an Existing Value

Business Unit:

Department:

EmpID:

EmpID Red Nbr:

Name:

☐ Case Sensitive

[Basic Search](#)

[Add a New Value](#)

You may enter a search by Business Unit and also Department, depending on the nature of the search you would like to do. Click on **Search** and the screen on the following page will appear.

PEOPLE
Soft

Home Worklist Help Sign Out

Home > Compensate Employees > NDS Time Distribution > Use > Time Redistribution Entry

[New Window](#)

Time Redistribution Entry

Find an Existing Value

Business Unit: 20100
 Department: 201
 EmplID:
 Empl Rcd Nbr:
 Name:
☐ Case Sensitive
 [Basic Search](#)

[Add a New Value](#)

Search Results

View All First 1 of 4 Last

Business Unit	Department	EmplID	Empl Rcd Nbr	Name
20100	201	7007566	0	Person,Sally M
20100	201	7007567	0	Class,Samuel
20100	201	7007568	0	Trainer,Timothy
20100	201	7007569	0	Learner,Melissa

A list of values will be returned. If you click on the first value returned the following would appear:

PEOPLE
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Home Worklist Help Sign Out

Home > Compensate Employees > NDS Time Distribution > Use > Time Redistribution Entry

[New Window](#)

Time Redistribution

Employee Time Redistribution Record


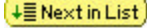

View All First 1 of 1 Last


EmplID: 7007566 Empl Rcd Nbr: 0 Business Unit: 20100 Department: 201
 Name: Person,Sally M Pay Group: PG1
 Total Hours: ☐ Use Percent Distribution

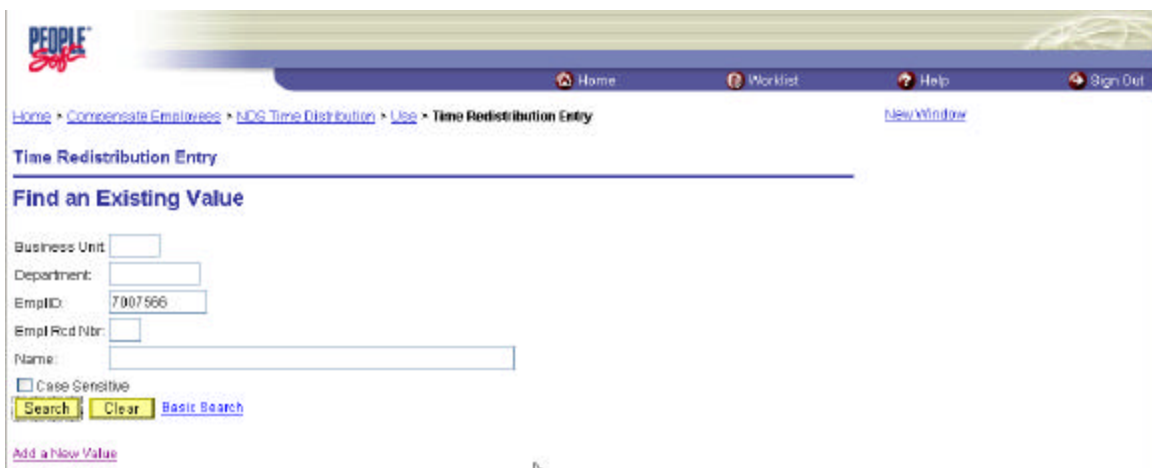
Time Redistribution Detail


View All First 1 of 2 Last

Hours	Department	Project/Grant	Fund Code	Class Field	Operating Unit	Program Code	Activity ID	Resource Type	Resource Category
1	1020	PI00204	001	20110	201		08		
2	1021	PI00204	10024	20110	201		08		

Enter the total hours to be entered in the Total Hours field, then enter the hours pertaining to each line. (Lines can be left blank if the employee does not need to charge to that line in the current month.) Then click . You may then click on  to enter hours for the next employee. If you need to return the previous in list you may click on .

If you would like to enter hours for a particular employee click on . The following screen will reappear:



Enter the Empl ID/Empl Rcd Nbr and click on . You may then enter hours for a particular employee.

You may tab from one field to the next to limit the use of the mouse.

DELETING A TIME REDISTRIBUTION ENTRY RECORD

To delete an existing time redistribution entry record for an employee, use the following navigational path: **Home>Compensate Employees>NDS Time Distribution>Use>Time Redistribution Entry**. The following page will appear.

PEOPLE
Soft

Home Help Sign Out

Home > Comprehensive Employees > NDS Time Distribution > Use > Time Redistribution Entry

[New Window](#)

Time Redistribution Entry

Find an Existing Value

Business Unit:
 Department:
 EmplID:
 Empl Rcd Nbr:
 Name:

☐ Case Sensitive

[Basic Search](#)

[Add a New Value](#)

You may enter a search by Business Unit, Department, EmplID, Empl Rcd Nbr, or Name. Click on search and the following screen will appear.

PEOPLE
Soft

Home Worklist Help Sign Out

Home > Comprehensive Employees > NDS Time Distribution > Use > Time Redistribution Entry

[New Window](#)

Time Redistribution

Employee Time Redistribution Record

View All First 1 of 2 Last

EmplID: 7007566 Empl Rcd Nbr: 0 Business Unit: 20100 Department: 201

Name: Person, Sally M Pay Group: P01

Total Hours: ☐ Use Percent Distribution

Time Redistribution Detail

View All First 1 of 2 Last

Hours	Department	Project/Grant	Fund Code	Class Field	Operating Unit	Program Code	Activity ID	Resource Type	Resource Category
1	1021	P100204	10024	20110	201		08		
2	1020	P100204	001	20110	201		08		

To delete a time redistribution record for an employee, click on the sign to the right of Department. You will get a message that asks, "Delete current/selected rows from this page? The delete will occur when the transaction is saved." as shown below. Click . Then click . The record will be deleted.

PEOPLEmaxx

Home Worklist Help Sign Out

Home > Compensate Employees > NDS Time Distribution > Use > Time Redistribution Entry [New Window](#)

Time Redistribution

Employee Time Redistribution Record View All First 1 of 1 Last

EmpID: 7007566 EmpID Nbr: 0 Business Unit: 20100 Department: 201
Name: Person,Sally M Pay Group: PG1
Total Hours: ☐ Use Percent Distribution

Time Redistribution Detail View All First 4 of 2 Last

Hours	Department	Project	Description
1	1021	PI10020	
2	1020	PI10020	

Microsoft Internet Explorer

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

Save Refresh Add Update/Refresh

ACTUALS REDISTRIBUTION

OVERVIEW

The actuals redistribution pages are the pages that show you how an employee's salary was charged out after the time redistribution process.

The navigation to Actuals Redistribution is **Home>Compensate Employees>NDS Time Distribution>Use>Actuals Redistribution**.

This will bring you to the following search page, from which you can access existing values:

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > NCS Time Distribution > Use > Actuals Redistribution [New Window](#)

Actuals Redistribution

Find an Existing Value

Company:

Pay Group:

Pay Period End Date:

Off Cycle?:

Page #:

Line #:

Separate Check #:

Paycheck Number:

EmpID:

Name:

☐ Case Sensitive

☐ Include History ☐ Correct History

[Basic Search](#)

Enter a value in one or more of the search fields and click the button. You can narrow the search by entering as much information as you can. You can also enter partial values into some fields. The following screen will appear

EARNINGS, DEDUCTIONS, AND TAXES PAGES

Use these pages to view the actuals redistribution for an employee's earnings, deductions, and taxes. These pages show how an employee's salary was charged out for each type of earnings, employer deduction, and employer tax that is charged to the financial statements. (Leave and employee withholdings do not appear here.) An example of each of the tabs/components is shown below:

EARNINGS: (screen shown on next page)

PEOPLE
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Home Worklist Help Sign Out

Home > Compensate Employees > NDS Time Distribution > Use > Actuals Redistribution [New Window](#)

Earnings Redistribution Deduction Redistribution Tax Redistribution

Company: ND Pay Group: P01 End Date: 03/31/2004
☐ Off Cycle Page: 196 Line: 7
☐ Corrected Corrected Date:

EmpID: 7007566 Name: Person, Sally

Earnings View All First 4 of 1 Last

Separate Check #: 0 Emp Red Nbr: 0
 Earnings Code: Regular Earnings: 4,549.00

Distribution View All First 4 of 1 Last

Fiscal Year: 2004 Accounting Period: 9 Earnings: 4,549.00
 Other Hours: 184.00

Account: 511005 Department: 1020 Project/Grant: P100204
 Product: Fund Code: 001 Program Code:
 Class Field: 20110 Affiliate: Operating Unit: 201
 Alternate Budget: Chartfield 1:
 Account: Reference: Chartfield 3:
 Chartfield 2: Chartfield 3:

Activity ID: 08 Resource Type: Resource Category:

Save Return to Search Next in List Previous in List Update Copy Include History Correct History

[Earnings Redistribution](#) | [Deduction Redistribution](#) | [Tax Redistribution](#)

DEDUCTIONS:

PEOPLE
Soft

Home Worklist Help Sign Out

Home > Compensate Employees > NDS Time Distribution > Use > Actuals Redistribution [New Window](#)

Earnings Redistribution Deduction Redistribution Tax Redistribution

Company: ND Pay Group: P01 End Date: 03/31/2004
☐ Off Cycle ? Page: 196 Line: 7
☐ Corrected Corrected Date:

EmpID: 7007566 Name: Person, Sally

Deductions View All First 4 of 1 Last

Sep Chk #: 0 Plan Type: Medical Benefit Plan: DAKPPO
 Ded Code: Dak PPO Ded Class: Nontaxable Sales Tax Type: None
 Current Deduction: 488.70 AP Status: Sent to AP

Distribution View All First 4 of 1 Last

Fiscal Year: 2004 Accounting Period: 9 Current Deduction: 488.70

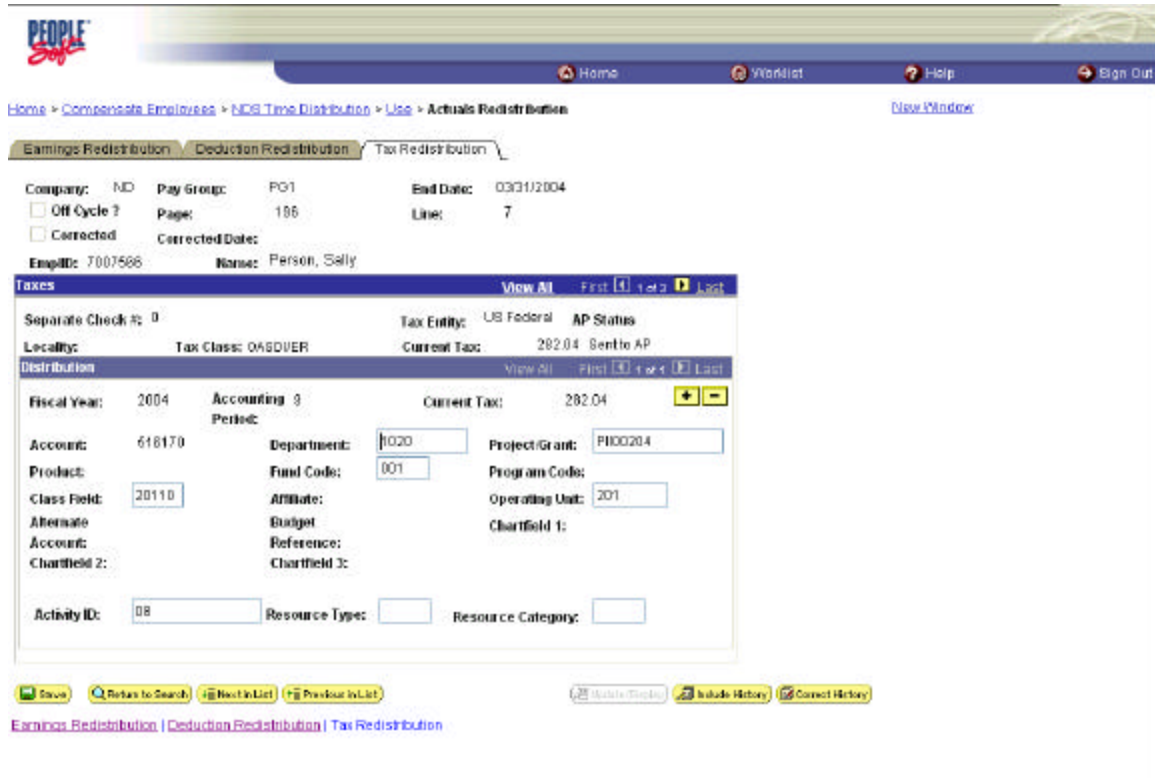
Account: 516055 Department: 1020 Project/Grant: P100204
 Product: Fund Code: 001 Program Code:
 Class Field: 20110 Affiliate: Operating Unit: 201
 Alternate Budget: Chartfield 1:
 Account: Reference: Chartfield 3:
 Chartfield 2: Chartfield 3:

Activity ID: 08 Resource Type: Resource Category:

Save Return to Search Next in List Previous in List Update Copy Include History Correct History

[Earnings Redistribution](#) | [Deduction Redistribution](#) | [Tax Redistribution](#)

TAXES:



The screenshot shows the PEOPLE MAXIMUS software interface for the State of North Dakota. The main menu bar includes Home, Worklist, Help, and Sign Out. The breadcrumb trail is: Home > Compensate Employees > NDS Time Distribution > View > Actuals Redistribution. The 'Tax Redistribution' tab is selected, showing fields for Company (ND), Pay Group (PG1), End Date (03/31/2004), Off Cycle?, Page (106), Line (7), Corrected, and Corrected Date. Employee details include EmpID: 7007588 and Name: Person, Sally. The 'Taxes' section shows 'Separate Check #: 0', 'Tax Entity: US Federal', 'AP Status', 'Locality', 'Tax Class: OASDVER', 'Current Tax: 202.04', and 'Sento AP'. The 'Distribution' section includes 'Fiscal Year: 2004', 'Accounting Period: 9', 'Current Tax: 202.04', and various chartfield lines (Account: 618170, Department: 1020, Project/Grant: PH00204, Product, Fund Code: 001, Program Code, Class Field: 20110, Affiliate, Operating Unit: 201, Alternate Account, Budget Reference, Chartfield 1, Chartfield 2, Chartfield 3, Activity ID: 08, Resource Types, Resource Category). At the bottom, there are buttons for Save, Return to Search, Add to List, Previous in List, Include Display, Include History, and Correct History. The footer shows 'Earnings Redistribution | Deduction Redistribution | Tax Redistribution'.

These tab/components will be inquiry only.

REPORTS

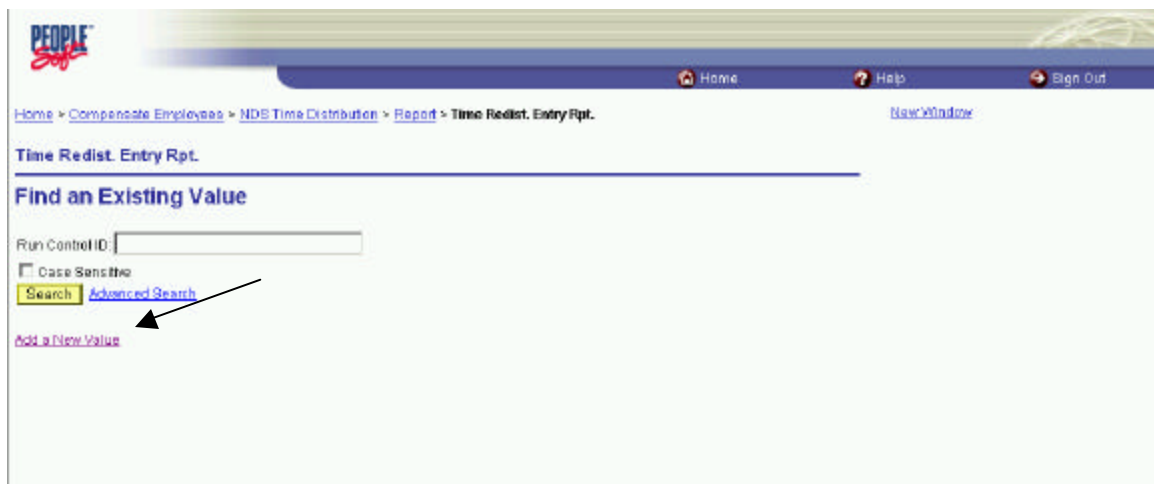
TIME REDISTRIBUTION ENTRY REPORT

You may run two different types of reports. One is a blank entry form and the other is for existing employees' records. The entry form is printed with the chartfield lines that currently exist in the employee's time redistribution entry record. If you no longer want a line to appear on the entry form the employee uses to fill out their time you should delete the line of coding from the time redistribution entry record.

The pay period end date is left blank on the time redistribution entry form for employees to complete.

REQUESTING A TIME REDISTRIBUTION ENTRY REPORT

Navigate to: **Home>Compensate Employees>NDS Time Distribution >Report>Time Redist. EntryRpt.** Select [Add a New Value](#). If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'.



PEOPLE'S
MAXIMUS
ND

Home Help Sign Out

Home > Compensate Employees > NDS Time Distribution > Report > Time Redist. Entry Rpt. [New Window](#)

Time Redist. Entry Rpt.

Find an Existing Value

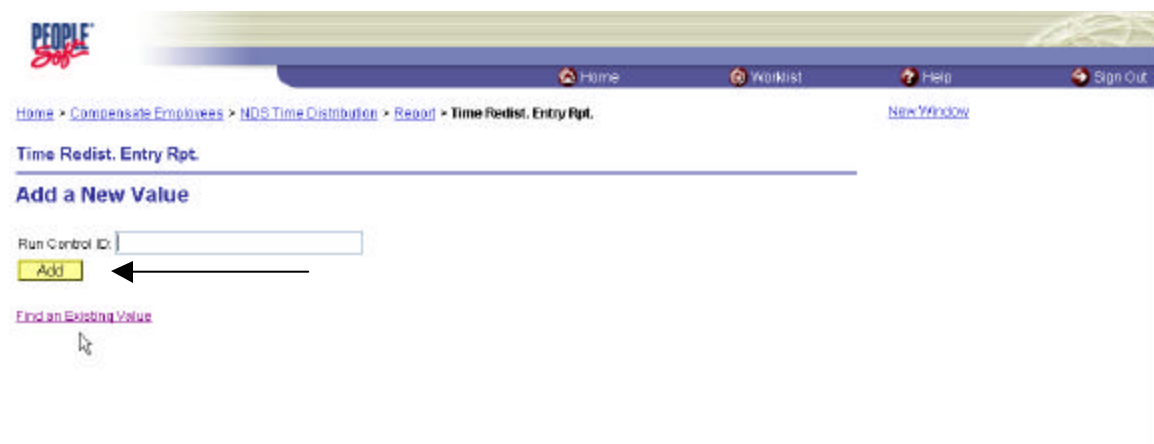
Run Control ID:

☐ Case Sensitive

[Search](#) [Advanced Search](#)

[Add a New Value](#)

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit number in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.



PEOPLE'S
MAXIMUS
ND

Home Worklist Help Sign Out

Home > Compensate Employees > NDS Time Distribution > Report > Time Redist. Entry Rpt. [New Window](#)

Time Redist. Entry Rpt.

Add a New Value

Run Control ID:

[Add](#)

[Find an Existing Value](#)

In the following screen you will enter your 5digit Business Unit and department number. If you wish to run the 'Time Redist. Entry Rpt.' for the entire Business Unit check the all selected box and the report will be

run for all departments (you will only get results for the Business Units and departments for which you have security access). Then click 'Run'.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > NDS Time Distribution > Report > Time Redist. Entry Rpt. New Window

Time Redistribution Entry Rpt.

Run Control ID: 20100

Business Unit: 20100

Department: 201 ☐ all selected

Report Manager Process Monitor Run

Save Add Update/Display

The following screen shows the parameters for the report and the *Format defaults to 'HTM'. The Server Name should be PSNT. You will need to check the boxes for both reports. If you only need to print one report then only click that box. The report is formatted to show best in adobe PDF format, so we recommend you select "PDF" for the Format. Then click 'OK' and you will be returned to the previous screen.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > NDS Time Distribution > Report > Time Redist. Entry Rpt. New Window

Process Scheduler Request

User ID: mihoff Run Control ID: 20100

Server Name: PSNT Run Date: 08/08/2004

Recurrence: Run Time: 8:30:45PM

Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	NDS0166B - blank tm sheet	NDS0166B	Crystal	Web	PDF
<input checked="" type="checkbox"/>	NDS0166 - Existing Timesheets	NDS0166	Crystal	Web	PDF

OK Cancel

When returned to this screen, click on 'Process Monitor' to view the status of the report running.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > NDS Time Distribution > Report > Time Redist. Entry Rpt. [New Window](#)

Time Redistribution Entry Rpt

Run Control ID: 20100

Business Unit: 20100

Department: 201 ☐ all selected

Report Manager Process Monitor Run

Process Instance: 31119, 31120

Save Add Update/Display

At this Process Monitor screen click on 'Refresh' periodically until the Run Status of your report shows 'Success' then click on 'Details'. You will have 2 reports to print out. One report will show the blank time sheet and the other report will show the existing time sheets.

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Home Worklist Help Sign Out

Home > PeopleTools > Process Monitor > Inquire > Process Requests [New Window](#)

Process List Server List

View Process Request For

User ID: mihoff Process: ND810155 Last: 1 Hours: Hours Refresh

Server: Process: Instance: to

Run Status: View Job Items Save On Refresh

Instance Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Details
31120	Crystal	ND810155	mihoff	08/08/2004 8:30:45PM CDT	Success	Details
31119	Crystal	ND810155	mihoff	08/08/2004 8:30:45PM CDT	Success	Details

Go back to Time Redist. Entry Rpt

Save Process List Server List

At the Detail screen, click on 'View Log/Trace' to get to the next screen with the report file name.



Home - PeopleTools - Process Monitor - Inquiry - Process Requests

Process Detail

Process

Instance: 31120 Type: Crystal
Name: NDS10166 Description: NDS10166 - Existing Timesheets

Run Update Process

Run Control ID: 20100
Location: Server
Server: PSNT
Recurrence:

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☒ Delete Request
☐ Restart Request

Date/Time Actions

Request Created On: 08/08/2004 8:34:28PM CDT
Run Anytime After: 08/08/2004 8:30:45PM CDT
Began Process At: 08/08/2004 8:35:31PM CDT
Ended Process At: 08/08/2004 8:38:13PM CDT

[Parameters](#) [Transfer](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

OK Cancel

Click the report name below to view the report. The report name should end with 'PDF'.



Report/Log Viewer

Instance:	31120	Type:	Crystal
Name:	NDS10166	Run Cntl ID:	20100
Status:	Success	Submitted By:	mhoff
Server:	PSNT	Recurrence:	

NDS10166 - Existing Timesheets

Name	Size	CreationDate
Message Log	0 bytes	Sun Aug 08 20:35:30 2004
NDS10166_31120.PDF	256390 bytes	Sun Aug 08 20:35:31 2004

The screenshot shows the 'New Redistribution Entry Report' window. The title bar reads 'New Redistribution Entry Report'. The menu bar includes 'File', 'Edit', 'View', and a 'Print' icon. The toolbar contains various icons for file operations and editing. The main window area is divided into a header section and a data grid. The header section includes fields for 'Periodicity M', 'Length 12', 'Start Date', 'End Date', 'Business Year', and 'Tax Year'. The data grid has columns for 'Month', 'Date', 'Period', 'Date', 'Class', 'Quantity', 'Price', 'Amount', 'Debit', 'Credit', and 'Balance'. The status bar at the bottom shows '43 of 57' and '14 x 8.5 in'.

LABOR DISTRIBUTION REPORT

REQUESTING A LABOR DISTRIBUTION REPORT

Navigate to: **Home>Compensate Employees>NDS Time Distribution>Report>Labor Distribution.** Select [Add a New Value](#). If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'.

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Home Worklist Help Sign Out

Home > Compensate Employees > NDS Time Distribution > Report > Labor Distribution [New Window](#)

Labor Distribution

Find an Existing Value

Run Control ID:

☐ Case Sensitive

[Search](#) [Advanced Search](#)

[Add a New Value](#)

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit number in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

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Home Worklist Help Sign Out

Home > Compensate Employees > NDS Time Distribution > Report > Labor Distribution [New Window](#)

Labor Distribution

Add a New Value

Run Control ID:

[Add](#)

[Find an Existing Value](#)

In the following screen you will enter your 5-digit Business Unit (you will only get results for the Business Units and departments for which you have security access) the Pay End Month/Year that you wish to run and the Sort Order you would like the report printed by: Fund; Department; Project, Activity; Project, Resource Type; Resource Type; or Resource Category. You may only choose one sort order. Then click 'Run'.

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Home Worklist Help Sign Out

Home > Compensate Employees > NDQ Time Distribution > Report > Labor Distribution

New Window

Labor Distribution

Run Control ID: 20100

Report Manager Process Monitor Run

Business Unit: 20100

Pay End Month/Year: 09/2004

Sort Order

- ☐ Fund
- ☐ Department
- ☐ Project, Activity
- ☒ Project, Resource Type
- ☐ Resource Type
- ☐ Resource Category

Save Add Update/Display

The following screen shows the parameters for the report and the *Format defaults to 'HTM'. The Server Name should be PSNT. You will need to check the box for the Labor Distribution Report. The report is formatted to show best in adobe PDF format, so we recommend you select "PDF" for the Format. Then click 'OK' and you will be returned to the previous screen.

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Home Worklist Help Sign Out

Home > Compensate Employees > NDQ Time Distribution > Report > Labor Distribution

New Window

Process Scheduler Request

User ID: mihoff Run Control ID: 20100

Server Name: PSNT Run Date: 09/09/2004

Recurrence: Run Time: 9:16:15PM

Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Labor Distribution Report	NDQPR20	SGR Report	Web	PDF

OK Cancel

When returned to this screen, click on 'Process Monitor' to view the status of the report running:

At this Process Monitor screen click on 'Refresh' periodically until the Run Status of your report shows 'Success' then click on 'Details'. You will have 2 reports to print out. One report will show the blank time sheet and the other report will show the existing time sheets.

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
31121	BGR Report	NDSBPR20	mhoff	09/08/2004 9:18:15PM CDT	Success	Details

At the Detail screen, click on 'View Log/Trace' to get to the next screen with the report file name.



Process Detail

Process

Instance: 31121 Type: SQR Report
 Name: NDSPR20 Description: Labor Distribution Report

Run **Update Process**

Run Control ID: 20100
 Location: Server
 Server: PSNT
 Recurrence:

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☒ Delete Request
☐ Restart Request

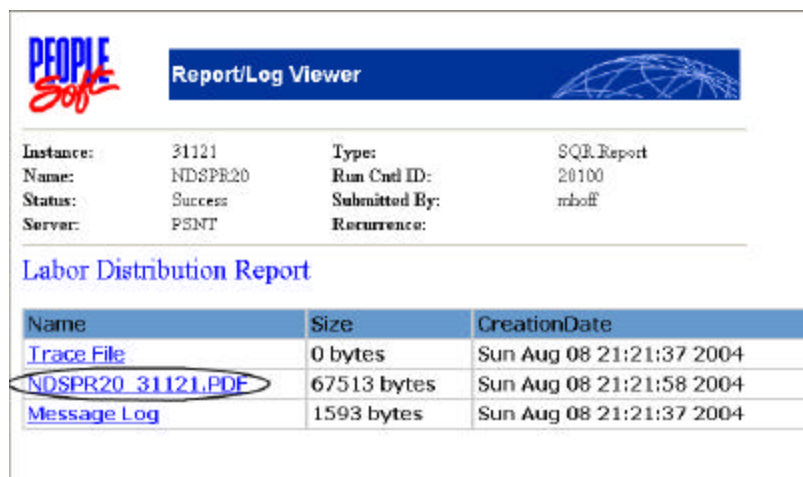
Date/Time **Actions**

Request Created On: 08/08/2004 9:21:28PM CDT
 Run Anytime After: 08/08/2004 9:18:15PM CDT
 Began Process At: 08/08/2004 9:21:37PM CDT
 Ended Process At: 08/08/2004 9:22:15PM CDT

[Parameters](#) Transfer
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

OK Cancel

Click the report name below to view the report. The report name should end with 'PDF'.



Report/Log Viewer

Instance: 31121 Type: SQR Report
 Name: NDSPR20 Run Cntl ID: 20100
 Status: Success Submitted By: mboff
 Server: PSNT Recurrence:

Labor Distribution Report

Name	Size	CreationDate
Trace File	0 bytes	Sun Aug 08 21:21:37 2004
NDSPR20_31121.PDF	67513 bytes	Sun Aug 08 21:21:58 2004
Message Log	1593 bytes	Sun Aug 08 21:21:37 2004

The report, shown in part below, may be saved wherever you prefer to store it or printed at your own printer.

[illegible]

If you wish to run and print the Labor Distribution Report in a different sort order you will need to go back to your 'Run Control Page' and select a different sort order and follow the steps above to view or print the report.

APPENDIX A

Earnings Code	Description	Time Dist Processing Rules	
		Earnings	Hours
S01	Regular Pay	X	X
S02	Temporary Pay	X	X
S03	Board Member Pay	X	X
S06	Contract Earnings	X	X
S07	State Active Duty	X	X
S10	Overtime at Straight	X	X
S11	Overtime at 1.5	X	X
S12	Overtime at Double	X	X
S13	Compensatory Time Paid	X	
S14	Pay Adjustment	X	
S15	Retro Pay	X	
S16	Worker's Comp Adjustment	X	
S17	Reduction in Pay	X	
S30	On Call Differential	X	
S35	Motor Vehicle Allowance	X	
S36	Meal Allowance Taxable	X	
S80	Educational Assistance	X	
S90	Moving Expense Reimbursement	X	
S91	Moving Expense Reportable	X	